

HEALTHWEST

Policy and Procedure

No. 02-027

Prepared by:

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Reviewed/Revised: June 29, 2018

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Subject: Resignation or Retirement of
Direct Care Staff

Approved by:

Julia Rupp, Executive Director

I. POLICY (As applicable)

HealthWest requires direct care staff to give four (4) weeks notice of resignation or retirement.

II. PURPOSE

To ensure successful service provider transition for individuals receiving services when employees resign or retire from HealthWest.

III. APPLICATION

All HealthWest direct care staff members.

IV. DEFINITIONS

A. Direct Care Staff: Employees providing direct care to individuals receiving services (including but not limited to: Clinicians, Nurses, Supports Coordinators and Assistants, Case Managers, Wraparound Coordinators, Mentors, Peer Support, Physicians, Physician Assistants, etc.).

V. PROCEDURE

A. Employee will provide written notice of resignation or retirement to their direct supervisor, giving at least four (4) weeks of notice.

B. Supervisor will send the written notice to HealthWest Human Resources for processing.

C. The resigning/retiring employee will work collaboratively with the supervisor to appropriately transition cases to other team members, finalize documentation, and notify individuals in service of the transition and assist them through it.

(SMP/ab)